

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
AUGUST 12, 2014

Present: Bernice Baran, Nancy Kolb and Robert Whittlesey
Absent: Ryan Bettez and Ken Sghia-Hughes
Also Present: Kelley Cronin
Attending: Peter Berry and Jennifer Raitt

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the July 29, 2014 meeting.

2. Ms. Cronin updated the Board on operations. She let the Board know that the State Auditor's office had contacted the Acton Housing Authority (AHA) and was going to begin their audit of FY 12 and 13 this week. Ms. Cronin let the Board know that the audit could be as long as 6 months based on recent experience of other local Housing Authorities (HA's) of similar size.

3. Ms. Cronin went over the change orders for the kitchen, flooring and baseboard heater replacement project at 85 Hosmer Street, unit C6. The total cost of the three change orders increased the cost of the contract by \$93 or .3% for a total construction cost of \$27,928. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the change orders for the kitchen, flooring and baseboard heater replacement project #002039 for an increase of \$93 or .33% of the original construction contract. Final construction contract with A-One Building Company is \$27,928.

Ms. Cronin welcomed Jennifer Raitt, Housing Planner for the Metropolitan Area Planning Council. Ms. Raitt explained that she was working as a consultant to the local HAs as part of the Littleton Town Manager's application for assistance in looking at ways local HAs could collaborate. Ms. Raitt asked the Board a variety of questions related to operations and staffing. She also asked about ways the AHA worked with other Town organizations. Ms. Cronin described the collaborative efforts of the AHA with the Council on Aging, Veteran's Services, Town Social Worker, Safety Net Group, Acton Community Housing Corporation, Community Preservation Committee, Acton Boxborough United Way, First Connections, Eliot Community Health, etc. Ms. Raitt let the Board know there would be a public meeting in October held in Littleton. The Board expressed interest in finding ways to collaborate.

Ms. Cronin let the Board know she had advertised a hearing for the new Section 8 administrative and 5 year plan for Thursday, September 18th at 7pm.

4. Ms. Cronin let the Board know that the window replacement project was expected to start in September in the condominium units. The door replacement project will be bid in September and hopefully begin in October. The kitchen and baths are being replaced at 13 Sachem Way and 85 Hosmer, C5 and will be bid and begin sometime in October as well.

Ms. Cronin had no new updates on the Public Housing Reform. Ms. Baran let the Board know that an affordable housing unit was having difficulty being sold and may be offered for purchase to the Acton Housing Authority.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the meeting August 12, 2014:

Minutes of the July 29, 2014 meeting, Resolution and Board Vote on amendment #2 of the capital improvement work plan 5001, making the contract for financial assistance \$429,868, DHCD Conflict of Interest Policy, Change Orders for Kitchen Replacement project #0020339